United Nations ST/SGB/2004/1

Secretariat

1 January 2004

Secretary-General's bulletin

Amendments to the 100 Series of the Staff Rules (ST/SGB/2002/1)

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4 and staff rule 112.2 (a), hereby promulgates the text of the amendments to the 100 Series of the Staff Rules promulgated in Secretary-General's bulletin ST/SGB/2002/1. The text of the amendments is attached to the present bulletin.

Section 1
Purpose

1.1 The text of the Staff Rules listed below is amended for the reasons set out below in relation to each rule:

(a) Rule 103.20, Education grant, is amended to permit travel by the staff member or his or her spouse to visit the child when travel by the child from the educational institution to the duty station is not possible;

(b) Rule 104.3, Re-employment, is amended to specify the entitlements that are subject to adjustment when a staff member receives a new appointment in the United Nations common system less than twelve months after separation, and to clarify the methodology to be applied for that purpose;

(c) Rule 104.13, Permanent appointments, is amended to reflect the changes previously made in rule 104.14;

(d) Rule 105.3, Home leave, is amended to ensure consistency with the changes previously made in rule 104.14;

(e) Rule 110.4, Due process, is amended to specify that a staff member shall be notified in writing of the allegations against him or her and of the right to seek the assistance of counsel at his or her own expense;

(f) Rule 111.2 (i), Appeals, is amended to specify that a staff member may arrange to have his or her appeal presented to the Joint Appeals Board by counsel at his or her own expense;

(g) Rule 111.2 (l), Appeals, is amended to replace the reference to the former appointment and promotion bodies by a reference to the central review bodies established by rule 104.14.

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1.2 Attached for insertion in the printed copy of ST/SGB/2002/1 are new pages containing the amendments to the Staff Rules and the changes in the Staff Regulations and their annexes, and in the appendices to the Staff Rules.

Section 2
Final provisions

2.1 Unless otherwise indicated, the amendments introduced in the present bulletin shall enter into force on 1 January 2004.

2.2 The following bulletins are hereby abolished:

- ST/SGB/2003/8, entitled "Amendments to staff rules 110.4 (a), 111.2 (i), 210.1 (b) and 310.1 (d), and
- ST/SGB/2003/10, entitled "Amendment to paragraph 1 of annex I to the Staff Regulations".

(*Signed*) Kofi A. **Annan**
Secretary-General

CHARTER OF THE UNITED NATIONS

Provisions relating to service of the staff

Article 8

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any Government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staff shall be permanently assigned to the Economic and Social Council, the Trusteeship Council, and, as required, to other organs of the United Nations. These staff shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1 and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

* * *

The General Assembly established the Staff Regulations of the United Nations according to Article 101 of the Charter by resolution 590 (VI) of 2 February 1952 and amended them thereafter by resolutions 781 (VIII) and 782 (VIII) of 9 December 1953, resolution 882 (IX) of 14 December 1954, resolution 887 (IX) of 17 December 1954, resolution 974 (X) of 15 December 1955, resolution 1095 (XI) of 27 February 1957, resolutions 1225 (XII) and 1234 (XII) of 14 December 1957, resolution 1295 (XIII) of 5 December 1958, resolution 1658 (XVI) of 28 November 1961, resolution 1730 (XVI) of 20 December 1961, resolution 1929 (XVIII) of 11 December 1963, resolution 2050 (XX) of 13 December 1965, resolution 2121 (XX) of 21 December 1965, resolution 2369 (XXII) of 19 December 1967, resolutions 2481 (XXIII) and 2485 (XXIII) of 21 December 1968, resolution 2742 (XXV) of 17 December 1970, resolution 2888 (XXVI) of 21 December 1971, resolution 2990 (XXVII) of 15 December 1972, resolution 3008 (XXVII) of 18 December 1972, resolution 3194 (XXVIII) of 18 December 1973, resolutions 3353 (XXIX) and 3358 B (XXIX) of 18 December 1974, resolution 31/141 B of 17 December 1976, resolution 32/200 and decision 32/450 B of 21 December 1977, resolution 33/119 of 19 December 1978, decision 33/433 of 20 December 1978, resolution 35/214 of 17 December 1980, decision 36/459 of 18 December 1981, resolution 37/126 of 17 December 1982, resolution 37/235 C of 21 December 1982, resolution 39/69 of 13 December 1984, resolutions 39/236 and 39/245 of 18 December 1984, decision 40/467 of 18 December 1985, resolutions 41/207 and 41/209 of 11 December 1986, resolutions 42/221 and 42/225 of 21 December 1987, resolution 43/226 of 21 December 1988, resolution 44/185 of 19 December 1989, resolution 44/198 of 21 December 1989, resolutions 45/241 and 45/251 of 21 December 1990, resolution 45/259 of 3 May 1991, resolution 46/191 of 20 December 1991, resolution 47/216 of 12 March 1993, resolution 47/226 of 30 April 1993, resolutions 48/224 and 48/225 of 23 December 1993, resolutions 49/222 and 49/223 of 23 December 1994, resolution 49/241 of 6 April 1995, resolution 51/216 of 18 December 1996, resolution 52/252 of 8 September 1998, resolution 53/209 of 18 December 1998, resolution 53/221 of 7 April 1999, resolution 54/238 and decision 54/460 of 23 December 1999, resolution 55/223 of 23 December 2000, resolution 55/258 of 14 June 2001, resolution 56/244 of 24 December 2001, resolution 57/285 of 20 December 2002, resolution 57/307 of 15 April 2003 and resolution 57/310 of 18 June 2003.

(ii) The grant will not normally be payable beyond the school year in which the child reaches the age of twenty-five years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

Amount of the grant

(f) The amounts to which a staff member may be entitled under the grant are set out in appendix G to these Rules.

(g) The amount of the grant to be paid when the staff member's period of service or the child's school attendance does not cover the full scholastic year shall be prorated under conditions defined by the Secretary-General.

Travel

(h) A staff member to whom an education grant is payable under paragraphs (i), (ii) or (iv) of appendix G in respect of the child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, under conditions established by the Secretary-General. If travel to the duty station by the child is not possible, return travel by the staff member or spouse may be authorized in lieu of travel by the child, under conditions established by the Secretary-General.

(i) Two return journeys may be paid for children of eligible staff serving at designated duty stations, under conditions established by the Secretary-General.

Tuition in the mother tongue

(j) Tuition in the mother tongue under staff regulation 3.2(c) may be reimbursed subject to conditions established by the Secretary-General.

Special education grant for disabled children

(k) A special education grant for disabled children shall be available to staff members of all categories, whether or not serving in their home country, provided that they have an appointment of six months or longer or have completed six months of continuous service. The amounts to which a staff member is entitled under the grant are set out in appendix G to these Rules, under conditions established by the Secretary-General.

Claims

(l) Claims for the education grant shall be made in accordance with conditions established by the Secretary-General.

Rule 103.21

Salary and allowances during mission assignments

(a) The Secretary-General may designate special mission assignments, including assignments for periods of one year or more, during which a mission subsistence allowance shall be authorized in lieu of the mobility and hardship allowance under rule 103.22, the assignment grant under rule 107.20 and any post adjustment to the area applicable under rule 103.7 (a). Where such a designation has been made, the mission subsistence allowance shall be payable to staff members

recruited or assigned from outside the area of the mission, and the salaries of staff members assigned from another duty station shall continue to be subject to the post adjustment and allowances, if any, applicable at the duty station from which the staff members were assigned.

(b) The Secretary-General shall set the rates and conditions for the mission subsistence allowance payable on each such assignment. Eligible staff members who have a dependent spouse or one or more dependent children may be authorized to receive a higher rate of mission subsistence allowance than staff members not having such dependants. Where both husband and wife are staff members who are entitled to mission subsistence allowance, and taking into account rule 104.10 (d), the allowance will be paid to each at the single rate. If they have a dependent child or children, the allowance will be paid at the dependency rate to the spouse having the higher salary level and at the single rate to the other spouse. The allowance may be paid wholly or partially in the currency of the mission area or in the form of provision of food and/or lodging in kind.

(c) The Secretary-General may pay a clothing allowance to staff members who are assigned to service with a mission in a tropical or arctic area. The United Nations shall provide uniforms and accessories, but no clothing allowance, to members of the Field Service who are required to wear them.

Rule 103.22

Assignment allowance

(Cancelled)

Rule 103.22

Mobility and hardship allowance

General provisions

(a) As an incentive to mobility and to compensate for hardship and non-removal of personal effects and household goods, a non-pensionable allowance composed of three elements - mobility, hardship and non-removal - shall be payable to staff members at rates approved by the General Assembly, under conditions set out in this rule and supplemented by the Secretary-General.

(b) Staff in the Professional category and above and in the Field Service category, and internationally recruited staff in the General Service category, shall be eligible for payment of the allowance when they have been initially appointed under these Rules to a duty station, or reassigned to a new duty station, under conditions which normally involve payment of the assignment grant.

Mobility element

(c) The mobility element of the allowance shall be payable provided that:

(i) The staff member is eligible under paragraph (b) above and has served in the United Nations common system for a period of five consecutive years; and

(ii) The staff member is assigned to a second or subsequent duty station. However, in the case of staff serving at headquarters duty stations or other duty stations classified in the same category for the purpose of this rule, three previous assignments shall be required, of which at least two must have been at duty stations classified at hardship levels established by the Secretary-General.

Article IV

APPOINTMENT AND PROMOTION

Regulation 4.1: As stated in Article 101 of the Charter, the power of appointment of staff members rests with the Secretary-General. Upon appointment, each staff member, including a staff member on secondment from government service, shall receive a letter of appointment in accordance with the provisions of annex II to the present Regulations and signed by the Secretary-General or by an official in the name of the Secretary-General.

Regulation 4.2: The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Regulation 4.3: In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

Regulation 4.4: Subject to the provisions of Article 101, paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply, on a reciprocal basis, to the specialized agencies brought into relationship with the United Nations. The Secretary-General may limit eligibility to apply for vacant posts to be filled by staff members appointed for one year or longer under the 100 series of the Staff Rules to internal candidates, as defined by the Secretary-General. If so, other candidates shall be allowed to apply, under conditions to be defined by the Secretary-General, when no internal candidate meets the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the post.

Regulation 4.5: (a) Appointment of Under-Secretaries-General and of Assistant Secretaries-General shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with the present Regulations as the Secretary-General may prescribe;

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases the Secretary-General may extend the probationary period for not more than one additional year.

Regulation 4.6: The Secretary-General shall establish appropriate medical standards that staff members shall be required to meet before appointment.

Chapter IV

APPOINTMENT AND PROMOTION

Rule 104.1

Letter of appointment

The letter of appointment granted to every staff member contains expressly or by reference all the terms and conditions of employment. All contractual entitlements of staff members are strictly limited to those contained expressly or by reference in their letters of appointment.

Rule 104.2

Effective date of appointment

(a) The appointment of every locally recruited staff member shall take effect from the date on which the staff member starts to perform his or her duties.

(b) The appointment of every staff member internationally recruited shall take effect from the date on which the staff member enters into official travel status to assume his or her duties or, if no official travel is involved, from the date on which the staff member starts to perform his or her duties.

Rule 104.3

Re-employment

(a) A former staff member who is re-employed shall be given a new appointment or, if re-employed within twelve months of separation from service or a longer period following retirement or disability under the Joint Staff Pension Fund Regulations, he or she may be reinstated in accordance with paragraph (c) below.

(b) If the former staff member is reinstated, it shall be so stipulated in his or her letter of appointment. If he or she is given a new appointment, its terms shall be fully applicable without regard to any period of former service, except as provided below:

(i) Former service may be considered when establishing the level on recruitment and the record of mobility of the staff member; and

(ii) When a staff member receives a new appointment in the United Nations common system less than twelve months after separation, the amount of any payment on account of termination indemnity, repatriation grant or commutation of accrued annual leave shall be adjusted so that the number of months, weeks or days of salary to be paid at the time of the separation after the new appointment, when added to the number of months, weeks or days paid for prior periods of service, does not exceed the total of months, weeks or days that would have been paid had the service been continuous.

(c) On reinstatement the staff member's services shall be considered as having been continuous, and the staff member shall return to the United Nations any moneys he or she received on account of separation, including termination indemnity under rule 109.4, repatriation grant under rule 109.5 and payment for accrued annual leave under rule 109.8. The interval between separation and reinstatement shall be charged, to the extent possible and necessary, to annual leave, with any further period charged to special leave without pay. The staff member's sick leave credit under rule 106.2 at the time of separation shall be re-established; the staff member's participation, if any, in the Joint Staff Pension Fund shall be governed by the Regulations of that Fund.

Rule 104.4

Notification by staff members and obligation to supply information

(a) Staff members shall be responsible on appointment for supplying the Secretary-General with whatever information may be required for the purpose of determining their status under the Staff Regulations and Staff Rules or of completing administrative arrangements in connection with their appointments.

(b) Staff members shall also be responsible for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under the Staff Regulations or Staff Rules.

(c) A staff member who intends to acquire permanent residence status in any country other than that of his or her nationality or who intends to change his or her nationality shall notify the Secretary-General of that intention before the change in residence status or in nationality becomes final.

(d) A staff member who is arrested, charged with an offence other than a minor traffic violation or summoned before a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation shall immediately report the fact to the Secretary-General.

(e) A staff member may at any time be required by the Secretary-General to supply information concerning facts anterior to his or her appointment and relevant to his or her suitability, or concerning facts relevant to his or her integrity, conduct and service as a staff member.

Rule 104.5

Geographical distribution

Recruitment on as wide a geographical basis as possible, in accordance with the requirements of staff regulation 4.2, shall not apply to posts in the General Service category or in similar salary levels.

Rule 104.6

Local recruitment

(a) The conditions under which staff members shall be regarded as local recruits for the purposes of these Rules at each duty station, including missions, are set forth in appendix B to these Rules applicable to the duty station.

(b) A staff member regarded as having been locally recruited shall not be eligible for the allowances or benefits indicated under rule 104.7.

Rule 104.7

International recruitment

(a) Staff members other than those regarded under rule 104.6 as having been locally recruited shall be considered as having been internationally recruited. The allowances and benefits in general available to internationally recruited staff members include: payment of travel expenses upon initial appointment and on separation for themselves and their spouses and dependent children, removal of household effects, non-resident's allowance, home leave, education grant and repatriation grant.

(b) Members of the Field Service and staff members recruited specifically for mission service shall not be eligible for non-resident's allowance or removal of household effects.

(c) A staff member who has changed his or her residential status in such a way that he or she may, in the opinion of the Secretary-General, be deemed to be a permanent resident of any country other than that of his or her nationality may lose entitlement to non-resident's allowance, home leave, education grant, repatriation grant and payment of travel expenses upon separation for the staff member and his or her spouse and dependent children and removal of household effects, based upon place of home leave, if the Secretary-General considers that the continuation of such entitlement would be contrary to the purposes for which the allowance or benefit was created. Conditions governing entitlement to international benefits in the light of residential status are shown in appendix B to these Rules applicable to the duty station.

Rule 104.8

Nationality

(a) In the application of Staff Regulations and Staff Rules, the United Nations shall not recognize more than one nationality for each staff member.

(b) When a staff member has been legally accorded nationality status by more than one State, the staff member's nationality for the purposes of the Staff Regulations and these Rules shall be the nationality of the State with which the staff member is, in the opinion of the Secretary-General, most closely associated.

Rule 104.9

(Cancelled)

Rule 104.10

Family relationships

(a) Except where another person equally well qualified cannot be recruited, appointment shall not be granted to a person who bears any of the following relationships to a staff member: father, mother, son, daughter, brother or sister.

(b) The husband or wife of a staff member may be appointed provided that he or she is fully qualified for the post for which he or she is being considered and that the spouse is not given any preference by virtue of the relationship to the staff member.

(c) A staff member who bears to another staff member any of the relationships specified in (a) and (b) above:

(i) Shall not be assigned to serve in a post which is superior or subordinate in the line of authority to the staff member to whom he or she is related;

(ii) Shall disqualify himself or herself from participating in the process of reaching or reviewing an administrative decision affecting the status or entitlements of the staff member to whom he or she is related.

(d) The marriage of one staff member to another shall not affect the contractual status of either spouse, but their entitlements and other benefits shall be modified as provided in the relevant Staff Regulations and Rules. The same modifications shall apply in the case of a staff member whose spouse is a staff member of another organization participating in the United Nations common system. Where both husband and wife are staff members and maintain separate households because they are assigned to different duty stations, the Secretary-General may decide to maintain such separate entitlements and benefits, provided that this is not inconsistent with any staff regulation or other decision of the General Assembly.

Rule 104.11

Internal candidates and internal vacancies

For the purpose of staff regulation 4.4, the expression "internal candidates" means staff members previously recruited under rules 104.14 and 104.15. Vacancies for which eligibility to apply is restricted to such internal candidates shall be referred to as "internal vacancies". The conditions under which persons other than internal candidates may apply for vacancies shall be defined by the Secretary-General.

Rule 104.12

Temporary appointments

On recruitment, staff members may be granted one of the following types of temporary appointments: probationary appointment, fixed-term appointment or indefinite appointment.

(a) Probationary appointment

(i) The probationary appointment may be granted to persons under the age of fifty years who are recruited for career service. The period of probationary service

under such an appointment shall normally be two years. In exceptional circumstances, it may be reduced or extended for not more than one additional year.

At the end of the probationary service, the holder of a probationary appointment shall either be granted a permanent appointment or be separated from service.

The probationary appointment shall have no specific expiration date and shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term.

(ii) Without prejudice to the provisions of subparagraph (b) (ii) below, the Secretary-General may, in appropriate cases, reduce or waive the required period of probationary service following an equivalent period of continuous service on a fixed-term appointment.

(b) Fixed-term appointment

(i) The fixed-term appointment, having an expiration date specified in the letter of appointment, may be granted for a period not exceeding five years to persons recruited for service of a prescribed duration, including persons temporarily seconded by national Governments or institutions for service with the United Nations;

(ii) The fixed-term appointment does not carry any expectancy of renewal or of conversion to any other type of appointment;

(iii) Notwithstanding subparagraph (ii) above, upon completion of five years of continuous service on fixed-term appointments, a staff member who has fully met the criteria of staff regulation 4.2 and who is under the age of fifty-three years will be given every reasonable consideration for a permanent appointment, taking into account all the interests of the Organization.

(c) Indefinite appointment

The indefinite appointment may be granted to:

(i) Persons specifically recruited for mission service who are not granted a fixed-term or regular appointment;

(ii) Persons specifically recruited for service with the Office of the United Nations High Commissioner for Refugees or any other agency or office of the United Nations as may be designated by the Secretary-General.

The indefinite appointment does not carry any expectancy of conversion to any other type of appointment. The indefinite appointment shall have no specific expiration date and, except as provided in staff rule 106.2 (b) (iii), shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term.

Rule 104.13

Permanent appointments

(a) The permanent appointment may be granted, in accordance with the needs of the Organization, to staff members who, by their qualifications, performance and conduct, have fully demonstrated their suitability as international civil servants and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter, provided that:

(i) They have completed the period of probationary service required by rule 104.12 (a) (i);

(ii) The period of probationary service has been waived in accordance with rule 104.12 (a) (ii); or

(iii) They have completed five years of continuous service under fixed-term appointments and have been favourably considered under the terms of rule 104.12 (b) (iii).

(b) Recommendations proposing the grant of permanent appointments on the ground that a staff member whose probationary period has been either completed or waived under the terms of rule 104.12 (a) (ii) or (b) (iii) has met the requirements of this rule may be made to the Secretary-General on the joint recommendation of the department or office concerned and the Office of Human Resources Management or the local personnel office. Such recommendations shall be reported to the appropriate central review body before submission to the Secretary-General.

(c) Permanent appointments limited to service with one of the programmes, funds or subsidiary organs referred to in rule 104.14 (b) may be granted by its corresponding heads with the assistance of such boards as may be established in accordance with the provisions of the last sentence of rule 104.14 (b).

Rule 104.14

Central review bodies

Establishment

(a) Central review bodies shall be established by the Secretary-General as follows:

(i) A Central Review Board at Headquarters and at designated duty stations to give advice on the appointment at and the promotion of staff to the P-5 and D-1 levels;

(ii) A Central Review Committee at Headquarters and at designated duty stations to give advice on the appointment, promotion and review of staff in the Professional category up to the P-4 level, except that advice on the appointment of candidates having successfully passed a competitive examination shall be given by Boards of Examiners, in accordance with rule 104.15;

(iii) A Central Review Panel at Headquarters and at designated duty stations to give advice on the appointment, promotion and review of staff in the General

Service and related categories, under terms and conditions defined by the Secretary-General.

Subsidiary panels may be established as necessary.

(b) Executive heads of programmes, funds and subsidiary organs of the United Nations to whom the Secretary-General has delegated appointment and promotion functions may establish advisory bodies to advise them in the case of staff members recruited specifically for service with those programmes, funds or subsidiary organs. The composition and functions of such advisory bodies shall be generally similar to those of the central review bodies established by the Secretary-General.

Membership of the Central Review Board

(c) Each Central Review Board shall be composed of staff members at the D-1 level and above, as follows:

(i) Three members and an appropriate number of alternates, selected by the Secretary-General;

(ii) Three members and as many alternates as those appointed under subparagraph (i), who shall be selected by the appropriate staff representative body;

(iii) One additional member, with voting rights, selected jointly by the members selected by the Secretary-General and the members selected by the staff;

(iv) The Assistant Secretary-General for Human Resources Management, or an authorized representative, as an ex officio non-voting member.

(d) Members and alternates shall be appointed for a period of two years and shall serve for a maximum of four years.

(e) Each Central Review Board shall elect its own chairperson and establish its own procedures.

Membership of Central Review Committees

(f) Each Central Review Committee shall be composed in a manner similar to that of the Central Review Board, except that its members shall be at the P-4 level and above. The ex officio non-voting member at offices away from Headquarters shall be designated by the head of the office concerned.

Membership of Central Review Panels and subsidiary panels

(g) Each Central Review Panel shall be composed in a manner similar to that of the Central Review Board, except that its members shall be composed of staff members in the Professional category or staff in the General Service and related categories whose rank is not below that of the level of the post to which appointment or promotion is contemplated. The ex officio non-voting member at offices away from Headquarters shall be designated by the head of the office concerned.

Functions of the central review bodies

(h) *Appointment and promotion*

(i) The central review bodies shall advise the Secretary-General on all appointments of one year or longer and on the promotion of staff after such appointment, except in the following cases:

a. Appointment of persons recruited specifically for service with a mission;

b. Appointment of candidates having successfully passed a competitive examination, in accordance with rule 104.15;

c. Appointment at the entry level or promotion within the General Service and related categories of candidates having successfully passed an entrance test or examination, under conditions defined by the Secretary-General;

(ii) The central review bodies shall review the process for compliance with the pre-approved selection criteria and shall offer recommendations. Where these recommendations are not in line with those of the relevant manager, they shall transmit their recommendations for final decision to the Secretary-General, who shall give due consideration to the recommendations of the central review bodies.

(i) *Review*

(i) The central review bodies shall review the suitability for permanent appointment of staff members holding a probationary appointment to ensure that they have fully demonstrated their suitability as international civil servants and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter of the United Nations. The central review bodies may recommend conversion to permanent appointment, extension of the probationary period for one additional year or separation from service;

(ii) The central review bodies shall also review proposals for the termination of permanent appointments for unsatisfactory service under staff regulation 9.1 (a).

Rule 104.15

Competitive examinations

(a) Boards of Examiners established by the Secretary-General shall ensure the regularity of the competitive examinations administered in accordance with conditions established by the Secretary-General.

(b) Boards of Examiners shall make recommendations to the Secretary-General in respect of the following:

(i) Appointment

Appointment to P-1 and P-2 posts and to posts requiring special language competence shall be made exclusively through competitive examination. Appointment to posts at the P-3 level shall be made normally through competitive examination;

(ii) Recruitment to the Professional category of staff from the General Service and related categories

Recruitment to the Professional category of staff from the General Service and related categories having successfully passed the appropriate competitive examinations shall be made within the limits established by the General Assembly. Such recruitment shall be made exclusively through competitive examination.

(c) Staff members appointed to the Professional level after a competitive examination shall be subject to mandatory reassignment, under conditions established by the Secretary-General.

Rule 104.16

Medical examination

(a) Staff members may be required from time to time to satisfy the United Nations Medical Officer, by medical examination, that they are free from any ailment likely to impair the health of others.

(b) Staff members may also be required to undergo such medical examinations and receive such inoculations as may be required by the United Nations Medical Officer before they go on or after they return from mission service.

a. A country other than the country of nationality as the home country, for the purposes of this rule. A staff member requesting such authorization will be required to satisfy the Secretary-General that the staff member maintained normal residence in such other country for a prolonged period preceding his or her appointment, that the staff member continues to have close family and personal ties in that country and that the staff member's taking home leave there would not be inconsistent with the purposes and intent of staff regulation 5.3.

b. Travel in a particular home leave year to a country other than the home country, subject to conditions established by the Secretary-General. In such a case, the travel expenses borne by the United Nations shall not exceed the cost of travel to the home country.

(e) (i) Except in the case of staff members serving on probationary appointment, a staff member's first home leave shall fall due in the calendar year in which the staff member completes two years of qualifying service. A staff member appointed on probationary basis shall not be entitled to the first home leave until he or she has been granted a permanent appointment or an extension of probationary period; however, if the Secretary-General considers that it will not be possible for such a decision to be made within six months after completion of two years' service, he or she may be granted home leave subject to the other conditions of this rule.

(ii) Home leave may be taken, subject to the exigencies of the service and to the provisions in subparagraph (i) above in respect of probationary appointment, any time during the calendar year in which it falls due.

(f) In exceptional circumstances, a staff member may be granted advanced home leave, provided that normally not less than twelve months of qualifying service have been completed or that normally not less than twelve months of qualifying service have elapsed since the date of return from his or her last home leave. The granting of advanced home leave shall not advance the calendar year in which the next home leave falls due. The granting of advanced home leave shall be subject to the conditions for the entitlement being subsequently met. If these conditions are not met, the staff member will be required to reimburse the costs paid by the Organization for the advanced travel.

(g) If a staff member delays taking his or her home leave beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his or her next and succeeding home leave entitlements, provided that normally not less than twelve months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of his or her next home leave departure.

(h) A staff member may be required to take his or her home leave in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the staff member and his or her family.

(i) Subject to the conditions specified in chapter VII of these Rules, a staff member shall be entitled to claim, in respect of authorized travel on home leave, travel time and expenses for himself or herself and eligible family members for the outward and return journeys between the official duty station and the place of home leave.

(j) Travel of eligible family members shall be in conjunction with the approved home leave of the staff member, provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent the staff member and his or her family members from travelling together.

(k) If both husband and wife are staff members who are eligible for home leave, and taking into account rule 104.10 (d), each staff member shall have the choice either of exercising his or her own home leave entitlement or of accompanying the spouse. A staff member who chooses to accompany his or her spouse shall be granted travel time appropriate to the travel involved. Dependent children whose parents are staff members, each of whom is entitled to home leave, may accompany either parent. The frequency of travel shall not exceed the established periodicity of the home leave both with regard to staff members and to their dependent children, if any.

(l) A staff member travelling on home leave shall be required to spend no less than two calendar weeks, exclusive of travel time, in his or her home country. The Secretary-General may request a staff member, on his or her return from home leave, to furnish satisfactory evidence that this requirement has been fully met.

(m) Under the terms and conditions established by the Secretary-General, eligible staff members serving at designated duty stations having very difficult conditions of life and work shall be granted home leave once in every twelve months.

(vii) Separation from service, with or without notice or compensation in lieu thereof, notwithstanding rule 109.3;

(viii) Summary dismissal.

(b) The following measures shall not be considered to be disciplinary measures, within the meaning of this rule:

(i) Reprimand, written or oral, by a supervisory official;

(ii) Recovery of moneys owed to the Organization;

(iii) Suspension pursuant to rule 110.2.

Rule 110.4

Due process

(a) No disciplinary proceedings may be instituted against a staff member unless he or she has been formally notified, in writing, of the allegations against him or her and of the right to seek the assistance of counsel in his or her defence at his or her own expense, and has been given a reasonable opportunity to respond to those allegations.

(b) No staff member shall be subject to disciplinary measures until the matter has been referred to a Joint Disciplinary Committee for advice as to what measures, if any, are appropriate, except that no such advice shall be required:

(i) If referral to the Joint Disciplinary Committee is waived by mutual agreement of the staff member concerned and the Secretary-General;

(ii) In respect of summary dismissal imposed by the Secretary-General in cases where the seriousness of the misconduct warrants immediate separation from service.

(c) In cases of summary dismissal imposed without prior submission of the case to a Joint Disciplinary Committee in accordance with subparagraphs (b) (i) and (ii), the staff member or former staff member concerned may, within two months of having received written notification of the measure, request that the measure be reviewed by such a Committee. A request shall not have the effect of suspending the measure. After the advice of the Committee has been received, the Secretary-General shall decide as soon as possible what action to take in respect thereof. An appeal in respect of such a decision may not be submitted to the Joint Appeals Board.

(d) An appeal in respect of a disciplinary measure considered by a Joint Disciplinary Committee pursuant to either paragraph (b) or (c) may be submitted directly to the United Nations Administrative Tribunal.

Rule 110.5

Joint Disciplinary Committees

(a) A standing Joint Disciplinary Committee is established and shall be available to advise the Secretary-General at his or her request in disciplinary matters at Headquarters; comparable standing committees may be established in the United Nations Office at Geneva,
the United Nations Office at Vienna and such other offices as may be designated by the Secretary-General.

(b) The Secretary-General may also establish ad hoc Joint Disciplinary Committees at these or other duty stations for a particular case or series of cases, or may substitute an alternate procedure that conforms to the requirements of due process at duty stations or missions where there is no established staff representative body.

Rule 110.6

Composition of Joint Disciplinary Committees

(a) Each standing Joint Disciplinary Committee shall be composed of:

(i) Chairpersons, appointed by the Secretary-General after consultation with the staff representative body or bodies at the duty station at which the Committee is established;

(ii) Members appointed by the Secretary-General;

(iii) Members elected by the staff at the duty station at which the Committee is established.

(b) If necessary, additional members may be selected at any time in the same manner as indicated in paragraph (a).

(c) The chairpersons and members of the Joint Disciplinary Committee shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected as long as they are staff members assigned to the duty station of the Committee.

(d) A chairperson may be removed from the Joint Disciplinary Committee by the Secretary-General after consultation with the staff representative body or bodies at the duty station at which the Committee is established. The members appointed by the Secretary-General may be removed by him or her. The members elected by the staff may be recalled by a majority vote of the staff at the duty station at which the Committee is established, taken at the initiative of any staff representative body at that duty station.

(e) The Secretary-General shall, in consultation with the staff representative body or bodies at the duty station at which a Joint Disciplinary Committee is established, appoint a Presiding Officer from among the panel of chairpersons.

(f) For the consideration of each case, a panel of the Joint Disciplinary Committee shall be constituted by the Presiding Officer as follows:

(i) A chairperson;

(ii) A member from among those appointed by the Secretary-General;

(iii) A member from among those elected by the staff.

The Presiding Officer, at the request of either party, may disqualify the chairperson or any member from the consideration of a specific case if in the opinion of the Presiding Officer the action is warranted by the relation of that member to the staff member whose case is to be considered or by any possible conflict of interest. The Presiding Officer may also excuse any member at that member's request from the consideration of a specific case.

(i) With respect to staff members serving at a duty station at which a Board has been established or who are administered by organizational units located at such duty station, it shall be the Board;

(ii) With respect to former staff members who last served at a duty station at which a Board has been established or who were administered by organizational units located at such a duty station, it shall be that Board;

(iii) With respect to all other staff members and all other former staff members, it shall be the Board established in New York, provided that the Secretary-General may decide, at the request of the staff member, to refer the appeal to another one of the Boards or to establish an appropriate ad hoc body. Such staff members or former staff members may meet the time limits specified in subparagraph (a) (i) or (ii) by delivering the requisite submissions within such limits to any office of the United Nations for transmission to the appropriate Board.

(e) (i) For the consideration of each appeal, the presiding officer of the appropriate Joint Appeals Board shall constitute a panel of the Board, composed as follows:

a. A panel chairperson from among the chairpersons of the Board;

b. A member selected from among those appointed by the Secretary-General;

c. A member selected from among those elected by the staff;

(ii) In constituting such panels, the maximum possible rotation of chairpersons and members of the Board shall be observed: the modalities of such rotation shall be specified in the rules of procedure of the Board. No person who has assisted the Secretary-General in a conciliation procedure referred to in paragraph (b) shall serve on a panel established to consider an appeal relating to the same case;

(iii) Before a panel undertakes consideration of an appeal, the parties shall be notified of the proposed composition thereof. The presiding officer of the Board may, at the request of either party, disqualify the chairperson or either member if, in the opinion of the presiding officer, such action is warranted to ensure impartiality. He or she may also excuse the chairperson or either member from serving on the panel;

(iv) Subject to the principles set out in subparagraphs (i) to (iii), the presiding officer of the Board shall fill any vacancies arising on the panel.

(f) An appeal shall not be receivable unless the time limits specified in paragraph (a) above have been met or have been waived, in exceptional circumstances, by the panel constituted for the appeal.

(g) At the duty station where the appeal is considered, the designated representative of the Secretary-General shall submit a written reply within two months following the date of receipt of the appeal.

(h) Proceedings before a panel shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, in one of the working languages of the Secretariat.

(i) A staff member may arrange to have his or her appeal presented to the panel on his or her behalf by counsel, at his or her own expense.

(j) Where the competence of the Joint Appeals Board is in doubt, the panel constituted for the appeal shall decide.

(k) In the case of termination or other action on grounds of inefficiency or relative efficiency, the panel shall not consider the substantive question of efficiency but only evidence that the decision was motivated by prejudice or by some other extraneous factor.

(l) The panel shall have authority to call members of the Secretariat who may be able to provide information concerning the issues before it and shall have access to all documents pertinent to the case. Notwithstanding the preceding sentence, should the panel wish to have information or documents relating to the proceedings of the central review bodies in questions involving appointment and promotion, it shall request such information or documents from the Chairperson of the appropriate central review body, who shall decide on the panel's request, taking into account the interests of confidentiality. This decision of the Chairperson of the central review body is not subject to appeal. The Chairperson of the panel shall determine which documents are to be transmitted to all members of the panel and the parties.

(m) In considering an appeal, the panel shall act with the maximum dispatch consistent with a fair review of the issues before it.

(n) Within one month of the date on which the consideration of an appeal has been completed, the panel shall, by majority vote, adopt and submit a report to the Secretary-General. The report shall be considered as constituting a record of the proceedings in the appeal and may include a summary of the matter as well as all recommendations that the panel considers appropriate. Votes on the recommendations shall be recorded and any member of the panel may have his or her dissenting opinion included in the report.

(o) Notwithstanding the above, if the appeal involves a claim having a cumulative maximum value not in excess of one thousand and five hundred dollars ($1,500), on account of salary, emoluments or any other entitlement under the Staff Regulations and Staff Rules, such claim shall be considered a "small claim" and shall be dealt with accordingly under appropriate rules of procedure which the Joint Appeals Board competent to hear the appeal may have adopted. Such rules may require the designated representative of the Secretary-General to submit comments within thirty days of receipt of the claim from the Joint Appeals Board secretariat.

(p) The final decision on the appeal will normally be taken by the Secretary-General within one month after the panel has forwarded its report, and shall be communicated to the staff member, together with a copy of the panel's report. The Secretary-General's decision and a copy of the panel's report shall also be transmitted to a designated officer of the staff representative body or bodies at the duty station at which the Joint Appeals Board is established, unless the staff member objects.

(q) To enable staff members to exercise their right to make application to the Administrative Tribunal under article 7, paragraphs 2 (b) and (c), of its statute, the Secretary of the Joint Appeals Board concerned shall, at the request of the staff member, communicate to him or her the report of the panel, if the Secretary-General has not made a decision upon the report within a period of one month after the date on which the report was submitted to him or her.

ANNEXES TO THE STAFF REGULATIONS

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. The Secretary-General shall establish the salary of the Administrator of the United Nations Development Programme and the salaries of United Nations officials in the Director category and above, in accordance with amounts determined by the General Assembly, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to United Nations officials in the Director category and above to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. Similar additional payments in similar circumstances may be made to heads of offices away from Headquarters. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 5 of the present annex, the salary scales and the scales of post adjustment for staff members in the Professional and higher categories shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments above step XI of the Associate Officer level, step XIII of the Second Officer level, step XII of the First Officer level, step X of the Senior Officer level and step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for short-term missions and conference and other short-term service, to consultants, to Field Service personnel and to technical assistance experts.

6. The Secretary-General shall fix the salary scales for staff members in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he or she deems it appropriate, establish rules and salary limits for payment of a non-resident allowance to General Service staff members recruited from outside the local area. The gross pensionable remuneration of such staff shall be determined in accordance with the methodology specified in article 54 (a) of the Regulations of the United Nations Joint Staff Pension Fund and are shown in the salary scales applicable to such staff.

7. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

8. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.

9. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General.

	Staff member with a spouse or dependent child at time of separation	*Staff member with neither a spouse nor dependent child at time of separation*	
		Professional and higher categories	*General Service category*
Years of continuous service away from home country	*Weeks of gross salary, less staff assessment, where applicable*		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

APPENDICES TO THE STAFF RULES

Appendix A

PENSIONABLE REMUNERATION FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND SALARY SCALES AND PENSIONABLE REMUNERATION FOR STAFF IN THE FIELD SERVICE CATEGORY

Pensionable remuneration for staff in the Professional and higher categories

(United States dollars)

Effective 1 September 2003

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
Under-Secretary-General															
USG	236 495														
Assistant Secretary-General															
ASG	218 586														
Director															
D-2	181 760	185 892	190 022	194 149	198 279	202 408									
Principal Officer															
D-1	165 207	168 596	171 982	175 364	178 752	182 308	185 938	189 568	193 192						
Senior Officer															
P-5	137 472	140 353	143 233	146 117	148 998	151 877	154 758	157 643	160 521	163 402	166 285	169 172	172 261		
First Officer															
P-4	112 214	114 992	117 763	120 535	123 314	126 085	128 859	131 636	134 408	137 180	139 952	142 735	145 505	148 279	151 056
Second Officer															
P-3	92 227	94 583	96 937	99 287	101 644	103 997	106 350	108 708	111 172	113 747	116 319	118 892	121 466	124 038	126 614
Associate Officer															
P-2	75 663	77 773	79 875	81 981	84 086	86 192	88 297	90 399	92 508	94 613	96 717	98 824			
Assistant Officer															
P-1	58 918	60 947	62 968	64 990	67 015	69 036	71 063	73 084	75 107	77 131					

Salary scale for staff in the Field Service category showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 January 2003

Level		*STEPS*														
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
												*	*			
FS-7	Gross	83 994	86 162	88 330	90 524	92 829	95 137	97 447	99 748	102 056	104 361	106 669	108 979			
	Net D	62 036	63 467	64 898	66 325	67 754	69 185	70 617	72 044	73 475	74 904	76 335	77 767			
	Net S	57 775	59 089	60 401	61 712	63 020	64 332	65 643	66 952	68 263	69 573	70 845	72 102			
												*	*			
FS-6	Gross	68 798	70 788	72 780	74 767	76 755	78 747	80 736	82 732	84 720	86 708	88 698	90 732			
	Net D	52 007	53 320	54 635	55 946	57 258	58 573	59 886	61 203	62 515	63 827	65 141	66 454			
	Net S	48 541	49 749	50 960	52 166	53 372	54 581	55 788	56 999	58 203	59 408	60 613	61 816			
FS-5	Gross	58 496	60 056	61 753	63 450	65 150	66 847	68 545	70 242	71 945	73 642	75 341	77 038	78 736		
	Net D	46 117	46 237	47 357	48 477	49 599	50 719	51 840	52 960	54 084	55 204	56 325	57 445	58 568		
	Net S	42 246	43 260	44 276	45 293	46 325	47 356	48 388	49 418	50 452	51 483	52 515	53 543	54 574		
															*	*
FS-4	Gross	51 225	52 522	53 811	55 104	56 396	57 685	58 975	60 295	61 705	63 114	64 523	65 886	67 342	68 752	70 161
	Net D	39 882	40 816	41 744	42 675	43 605	44 533	45 462	46 395	47 325	48 255	49 185	50 085	51 048	51 976	52 906
	Net S	37 490	38 349	39 190	40 033	40 876	41 718	42 558	43 405	44 246	45 089	45 943	46 773	47 656	48 512	49 366
															*	*
FS-3	Gross	44 871	45 974	47 068	48 168	49 264	50 365	51 464	52 561	53 661	54 754	55 856	56 956	58 056	59 153	60 274
	Net D	35 307	36 101	36 889	37 681	38 470	39 263	40 054	40 844	41 636	42 423	43 216	44 008	44 800	45 590	46 381
	Net S	33 276	34 006	34 734	35 463	36 190	36 920	37 649	38 374	39 091	39 805	40 524	41 241	41 959	42 675	43 391
												*	*			
FS-2	Gross	39 401	40 371	41 340	42 314	43 285	44 256	45 182	46 196	47 168	48 139	49 108	50 078			
	Net D	31 369	32 067	32 769	33 466	34 165	34 864	35 531	36 261	36 961	37 660	38 358	39 056			
	Net S	29 651	30 293	30 936	31 579	32 222	32 867	33 481	34 156	34 799	35 444	36 087	36 729			
FS-1	Gross	34 617	35 471	36 324	37 176	38 028	38 885	39 740	40 590	41 446	42 296					
	Net D	27 924	28 539	29 153	29 767	30 380	30 997	31 613	32 225	32 841	33 453					
	Net S	26 490	27 052	27 616	28 179	28 743	29 309	29 875	30 437	31 002	31 567					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

Pensionable remuneration for staff in the Field Service category

(United States dollars)

Effective 1 September 2003

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
FS-7	111 597	114 529	117 463	120 389	123 321	126 254	129 189	132 117	135 051	137 979	140 913	143 847			
FS-6	92 835	95 299	97 767	100 224	102 688	105 153	107 613	110 103	112 790	115 484	118 178	120 867			
FS-5	79 919	82 015	84 118	86 220	88 324	90 424	92 527	94 627	96 731	98 833	100 935	103 034	105 137		
FS-4	70 101	71 850	73 591	75 336	77 079	78 824	80 568	82 316	84 057	85 802	87 546	89 233	91 033	92 779	94 523
FS-3	61 520	63 007	64 490	65 974	67 453	68 939	70 425	71 905	73 390	74 865	76 352	77 835	79 323	80 802	82 289
FS-2	54 201	55 446	56 762	58 070	59 380	60 690	61 942	63 310	64 620	65 935	67 242	68 552			
FS-1	48 244	49 309	50 370	51 429	52 489	53 556	54 617	55 743	56 897	58 045					

Appendix B

SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS AND PUBLIC INFORMATION ASSISTANT CATEGORIES AT HEADQUARTERS

Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 May 2003

		STEPS										
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	56 365	58 615	60 928	63 341	65 754	68 167	70 580	72 993	75 406	77 819	80 232*
	(Gross pension)	55 081	57 243	59 405	61 567	63 729	65 930	68 180	70 430	72 680	74 930	77 180*
	(Total net)	43 710	45 375	47 040	48 705	50 370	52 035	53 700	55 365	57 030	58 695	60 360*
	(Net pension)	43 710	45 375	47 040	48 705	50 370	52 035	53 700	55 365	57 030	58 695	60 360*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	50 759	52 792	54 824	56 857	58 889	60 988	63 168	65 348	67 528	69 707	71 887*
	(Gross pension)	49 694	51 648	53 600	55 552	57 506	59 457	61 411	63 364	65 331	67 364	69 396*
	(Total net)	39 562	41 066	42 570	44 074	45 578	47 082	48 586	50 090	51 594	53 098	54 602*
	(Net pension)	39 562	41 066	42 570	44 074	45 578	47 082	48 586	50 090	51 594	53 098	54 602*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	45 666	47 505	49 345	51 184	53 023	54 862	56 701	58 541	60 407	62 380	64 352*
	(Gross pension)	44 800	46 567	48 334	50 101	51 868	53 635	55 401	57 169	58 936	60 703	62 468*
	(Total net)	35 793	37 154	38 515	39 876	41 237	42 598	43 959	45 320	46 681	48 042	49 403*
	(Net pension)	35 793	37 154	38 515	39 876	41 237	42 598	43 959	45 320	46 681	48 042	49 403*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	41 086	42 750	44 414	46 077	47 741	49 404	51 068	52 731	54 395	56 058	57 722*
	(Gross pension)	40 395	41 994	43 593	45 193	46 793	48 392	49 991	51 590	53 189	54 789	56 388*
	(Total net)	32 404	33 635	34 866	36 097	37 328	38 559	39 790	41 021	42 252	43 483	44 714*
	(Net pension)	32 404	33 635	34 866	36 097	37 328	38 559	39 790	41 021	42 252	43 483	44 714*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	37 022	38 473	39 923	41 430	42 939	44 449	45 958	47 468	48 977	50 486	51 996*
	(Gross pension)	36 379	37 828	39 279	40 729	42 178	43 628	45 078	46 527	47 978	49 428	50 877*
	(Total net)	29 307	30 424	31 541	32 658	33 775	34 892	36 009	37 126	38 243	39 360	40 477*
	(Net pension)	29 307	30 424	31 541	32 658	33 775	34 892	36 009	37 126	38 243	39 360	40 477*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	33 417	34 730	36 043	37 356	38 669	39 982	41 347	42 714	44 080	45 446*	
	(Gross pension)	32 770	34 083	35 396	36 709	38 021	39 334	40 648	41 961	43 274	44 586*	
	(Total net)	26 531	27 542	28 553	29 564	30 575	31 586	32 597	33 608	34 619	35 630*	
	(Net pension)	26 531	27 542	28 553	29 564	30 575	31 586	32 597	33 608	34 619	35 630*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	30 147	31 334	32 521	33 708	34 895	36 082	37 269	38 456	39 643*		
	(Gross pension)	29 652	30 779	31 906	33 064	34 249	35 434	36 621	37 806	38 993*		
	(Total net)	24 013	24 927	25 841	26 755	27 669	28 583	29 497	30 411	31 325*		
	(Net pension)	24 013	24 927	25 841	26 755	27 669	28 583	29 497	30 411	31 325*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (net per annum):

	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances (to be included in pensionable remuneration)

First language	1 788 net per annum.
Second language	894 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 May 2003

Level		STEPS												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
7	(Gross)	73 183	76 080	78 977	81 874	84 771	87 668	90 565	93 462	96 359*				
	(Gross pension)	70 614	73 313	76 014	78 715	81 414	84 114	86 816	89 517	92 217*				
	(Total net)	55 496	57 495	59 494	61 493	63 492	65 491	67 490	69 489	71 488*				
	(Net pension)	55 496	57 495	59 494	61 493	63 492	65 491	67 490	69 489	71 488*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	67 694	70 391	73 088	75 786	78 483	81 180	83 877	86 574	89 271*				
	(Gross pension)	65 483	68 000	70 515	73 032	75 548	78 063	80 579	83 095	85 611*				
	(Total net)	51 709	53 570	55 431	57 292	59 153	61 014	62 875	64 736	66 597*				
	(Net pension)	51 709	53 570	55 431	57 292	59 153	61 014	62 875	64 736	66 597*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	62 170	64 675	67 181	69 687	72 193	74 699	77 204	79 710	82 216*				
	(Gross pension)	60 517	62 761	65 011	67 348	69 685	72 021	74 359	76 696	79 033*				
	(Total net)	47 897	49 626	51 355	53 084	54 813	56 542	58 271	60 000	61 729*				
	(Net pension)	47 897	49 626	51 355	53 084	54 813	56 542	58 271	60 000	61 729*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	56 788	58 931	61 152	63 451	65 749	68 048	70 346	72 645	74 943*				
	(Gross pension)	55 492	57 552	59 610	61 668	63 728	65 821	67 964	70 106	72 249*				
	(Total net)	44 023	45 609	47 195	48 781	50 367	51 953	53 539	55 125	56 711*				
	(Net pension)	44 023	45 609	47 195	48 781	50 367	51 953	53 539	55 125	56 711*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	53 170	54 853	56 535	58 218	59 900	61 697	63 501	65 306	67 110	68 914	70 719*		
	(Gross pension)	52 014	53 631	55 247	56 862	58 479	60 095	61 710	63 328	64 943	66 625	68 308*		
	(Total net)	41 346	42 591	43 836	45 081	46 326	47 571	48 816	50 061	51 306	52 551	53 796*		
	(Net pension)	41 346	42 591	43 836	45 081	46 326	47 571	48 816	50 061	51 306	52 551	53 796*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	47 934	49 453	50 972	52 491	54 009	55 528	57 047	58 566	60 091	61 720	63 349	64 978	66 607*
	(Gross pension)	46 978	48 438	49 898	51 357	52 816	54 275	55 735	57 196	58 655	60 115	61 574	63 034	64 494*
	(Total net)	37 471	38 595	39 719	40 843	41 967	43 091	44 215	45 339	46 463	47 587	48 711	49 835	50 959*
	(Net pension)	37 471	38 595	39 719	40 843	41 967	43 091	44 215	45 339	46 463	47 587	48 711	49 835	50 959*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	42 677	44 039											
	(Gross pension)	41 927	43 236											
	(Total net)	33 581	34 589											
	(Net pension)	33 581	34 589											
	(NPC)	0	0											

Dependency allowances (net per annum):

	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances (to be included in pensionable remuneration)

First language	1 788 net per annum.
Second language	894 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(United States dollars)

Effective 1 May 2003

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	49 673	52 143	54 614	57 084	59 554
	(Gross pension)	48 651	51 025	53 397	55 771	58 143
	(Total net)	38 758	40 586	42 414	44 242	46 070
	(Net pension)	38 758	40 586	42 414	44 242	46 070
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	43 701	45 607	47 512	49 418	51 323
	(Gross pension)	42 915	44 745	46 573	48 403	50 234
	(Total net)	34 339	35 749	37 159	38 569	39 979
	(Net pension)	34 339	35 749	37 159	38 569	39 979
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	40 064	41 804			
	(Gross pension)	39 417	41 089			
	(Total net)	31 647	32 935			
	(Net pension)	31 647	32 935			
	(NPC)	0	0			

[a] Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (net per annum):

	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances: not entitled.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from the application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 May 2003

Level		STEPS I	II	III	IV	V	VI	VII*
TC-8	(Gross)	69 077	71 519	73 961	76 403	78 845	81 287	83 729
	(Gross pension)	66 777	69 056	71 333	73 610	75 887	78 165	80 443
	(Total net)	52 663	54 348	56 033	57 718	59 403	61 088	62 773
	(Net pension)	52 663	54 348	56 033	57 718	59 403	61 088	62 773
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	64 674	66 977	69 280	71 583	73 886	76 188	78 491
	(Gross pension)	62 762	64 826	66 969	69 115	71 261	73 408	75 555
	(Total net)	49 625	51 214	52 803	54 392	55 981	57 570	59 159
	(Net pension)	49 625	51 214	52 803	54 392	55 981	57 570	59 159
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	60 271	62 432	64 593	66 754	68 914	71 075	73 236
	(Gross pension)	58 821	60 757	62 693	64 627	66 627	68 640	70 653
	(Total net)	46 587	48 078	49 569	51 060	52 551	54 042	55 533
	(Net pension)	46 587	48 078	49 569	51 060	52 551	54 042	55 533
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	56 159	58 042	59 924	61 938	63 957	65 975	67 994
	(Gross pension)	54 879	56 690	58 499	60 311	62 121	63 930	65 773
	(Total net)	43 558	44 951	46 344	47 737	49 130	50 523	51 916
	(Net pension)	43 558	44 951	46 344	47 737	49 130	50 523	51 916
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	52 062	53 815	55 568	57 320	59 073	60 886	62 765
	(Gross pension)	50 945	52 629	54 313	55 999	57 683	59 367	61 052
	(Total net)	40 526	41 823	43 120	44 417	45 714	47 011	48 308
	(Net pension)	40 526	41 823	43 120	44 417	45 714	47 011	48 308
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	47 959	49 584	51 208	52 832	54 457	56 081	57 705
	(Gross pension)	47 005	48 565	50 124	51 685	53 245	54 805	56 365
	(Total net)	37 490	38 692	39 894	41 096	42 298	43 500	44 702
	(Net pension)	37 490	38 692	39 894	41 096	42 298	43 500	44 702
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	43 878	45 366	46 854	48 342	49 830	51 318	52 805
	(Gross pension)	43 079	44 508	45 938	47 368	48 799	50 230	51 660
	(Total net)	34 470	35 571	36 672	37 773	38 874	39 975	41 076
	(Net pension)	34 470	35 571	36 672	37 773	38 874	39 975	41 076
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	39 123	40 428	41 732	43 037	44 341	45 645	46 950
	(Gross pension)	38 791	40 032	41 273	42 514	43 754	44 995	46 236
	(Total net)	31 421	32 426	33 431	34 436	35 441	36 446	37 451
	(Net pension)	31 421	32 426	33 431	34 436	35 441	36 446	37 451
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (net per annum):

	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances (to be included in pensionable remuneration)

First language	1 788 net per annum.
Second language	894 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Appendix F

SALARY SCALE FOR STAFF IN THE LANGUAGE TEACHER CATEGORY AT HEADQUARTERS

(United States dollars)

Effective 1 May 2003

		STEPS										
Level		*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII**
Language Teacher	(Gross)	61 077	63 291	65 506	67 720	69 935	72 149	74 364	76 578	78 793	81 007	83 222	85 436
	(Gross pension)	59 536	61 521	63 506	65 513	67 577	69 643	71 709	73 774	75 839	77 905	79 970	82 035
	(Total net)	47 143	48 671	50 199	51 727	53 255	54 783	56 311	57 839	59 367	60 895	62 423	63 951
	(Net pension)	47 143	48 671	50 199	51 727	53 255	54 783	56 311	57 839	59 367	60 895	62 423	63 951
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided for in the Staff Rules is treated as special leave with pay.

Dependency allowances (net per annum):

	$
Child	1 932
Except for the first dependent child of a single, widowed or divorced staff member	3 127
Dependent spouse	3 321
Secondary dependant	1 318

Language allowances: not entitled.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through the application of staff assessment to net pensionable salaries. Gross pensionable salary is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable salary is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e., 100 per cent of total net salary.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: The non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Appendix G

EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED CURRENCIES AND COUNTRIES

Country/currency area	*(1)* *Maximum admissible educational expenses and maximum grant for disabled children*	*(2)* *Maximum education grant*	*(3)* *Flat rate when boarding not provided*	*(4)* *Additional flat rate for boarding (for staff serving at designated duty stations)*	*(5)* *Maximum grant for staff members serving at designated duty stations*	*(6)* *Maximum admissible educational expenses for attendance (only when flat rate for boarding is paid)*
Part A						
Euro						
Austria	13 618	10 214	3 300	4 949	15 163	9 219
Belgium	12 898	9 673	3 147	4 720	14 393	8 701
Germany	15 736	11 802	3 794	5 690	17 492	10 677
Finland	9 082	6 812	2 382	3 572	10 384	5 907
France	9 330	6 997	2 672	4 008	11 005	5 767
Ireland	9 997	7 498	2 652	3 978	11 476	6 461
Italy	13 518	10 138	2 696	4 044	14 182	9 923
Luxembourg	12 898	9 673	3 147	4 720	14 393	8 701
Monaco	9 330	6 997	2 672	4 008	11 005	5 767
Netherlands	13 085	9 814	3 521	5 282	15 096	8 391
Spain	10 586	7 940	2 606	3 908	11 848	7 112
Danish krone	77 400	58 050	23 062	34 592	92 642	46 651
Japanese yen	2 301 120	1 725 840	525 930	788 895	2 514 735	1 599 880
Norwegian krone	71 632	53 724	17 978	26 967	80 691	47 661
Pound sterling	15 900	11 925	3 104	4 656	16 581	11 761
Swedish krona	91 575	68 681	22 127	33 190	101 871	62 072
Swiss franc	25 347	19 010	5 182	7 773	26 783	18 437
Part B						
United States dollar (outside the United States of America)	14 820	11 115	3 490	5 235	16 350	10 167
Part C						
United States dollar (in the United States)*	25 743	19 307	4 742	7 113	26 420	19 420

* Also applies, as a special measure, for China, Indonesia, Romania and the Russian Federation.